

UPWARD MOBILITY PROGRAM
Annotated Guide

Target Title: **Office Administrator II**

Position Title Code: 29992

Salary Grade: SG-09

Credential or Certificate: Certificate

Options: Option 1 - General

Option 2 - Typing

Option 3 - Dictation

This position is located in all agencies across the state in fairly large numbers, and may be in a word processing unit. The job involves full line supervisory duties involving resolution of grievances and discipline. The job includes secretarial work as a testing option.

2/93 Content Revisions

6/08 Salary Revision